

Working with Dates in Access:

These examples are all for dates. The example date field in all examples is named RECEIVE_DATE.

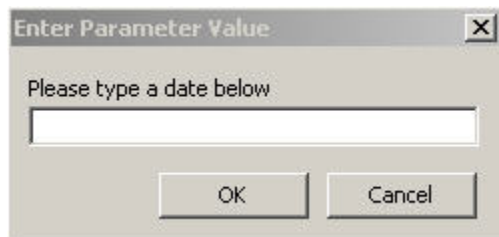
Between Command and User Prompts

User Prompts:

To prompt the user for a certain criteria, simply enclose the request in brackets and write the text describing what you want the user to do between the brackets. See below:

Field:	RECEIVE_DATE
Table:	tblConditionAppend
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	[Please type a date below]
or:	

This prompt will require the user to type one particular date to filter the query. A short date will look like this: 7/19/2005



The image shows a standard Windows-style dialog box titled "Enter Parameter Value". It has a close button (X) in the top right corner. Inside the dialog, there is a text label "Please type a date below" above a single-line text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Between Command:

The Between – And command allows you to filter values between a lower end and an upper end value. The example below shows this being used with dates. Access will add the '#' symbols if you don't, but those symbols are needed for the dates. This query will return all records having a date within this range.

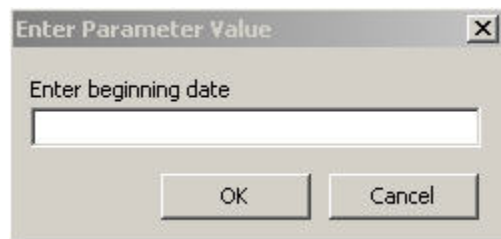
Field:	RECEIVE_DATE
Table:	tblConditionAppend
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	Between #9/3/2004# And #10/11/2004#
or:	

You can also use this in combination with the user prompts. See below:

Field:	RECEIVE_DATE
Table:	tblConditionAppend
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	Between [Enter beginning date] And [Enter ending date]
or:	

This query criteria will prompt the user to enter the beginning date and the ending date that they wish to include in their results.

The resulting prompt for the beginning date will look like this:



A small dialog box titled "Enter Parameter Value" with a close button (X) in the top right corner. Inside the dialog, there is a label "Enter beginning date" above a text input field. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

They will need to fill in a short date for both the beginning and the ending date. This will be in two separate prompts, respectively. An example date would look like: 7/19/2005

Greater than or less than functions with Date fields:

Greater than or less than:

You can also use > or < logical expressions to filter for date criteria in a query. For example:

Field:	RECEIVE_DATE
Table:	tblConditionAppend
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	>=#7/1/2004#
or:	

This will give you all data with dates of 7/1/2004 or later. This can be very useful if you wish to include newer data as it comes into the database each time you run the query. Also, you can use just a > with no = or you can use a < or <= as well. You could also combine this with a prompt for a user to specify a date.

You can also combine these in one criteria line with an AND or an OR connector. Just take care that you use the correct connector. See below for an example of using these in combination:

Field:	RECEIVE_DATE
Table:	tblConditionAppend
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	>=#7/1/2004# And <=#9/15/2004#
or:	

The example above would return all the dates in the range from 7/1/2004 to 9/15/2004. Using OR here would not make much sense. All records would be returned since all of them are either going to be >= 7/1/2004 OR <=9/15/2004. The OR connector would be better for something like this: >=9/1/2004 OR <=5/31/2004. This would exclude the months of June, July, and August of 2004. If you used an AND connector here, no records would be returned.

Separate out Day, Month, or Year from a Date Field:

The day, month, or year can be separated out from the full date field to create a new field or to use for a query filter. There are functions that can be used in an expression to derive the portions of a date field. It will always return the number. So, for instance, the month of July will be returned as a 7, for the 7th month. An example for creating a field for just the month follows:

Field:	Month: Month([RECEIVE_DATE])
Table:	
Sort:	Ascending
Show:	<input checked="" type="checkbox"/>
Criteria:	
or:	

Let us break down the field expression:

Month: Month([RECEIVE_DATE])

The first part of the expression in green defines the name of the new field. This could be any name the user wishes, other than Microsoft reserved names.

The blue portion of the expression is the month function for separating the month out of the date field. The month function only requires one argument between the brackets, and that is either a specific date or a date field. There are ones for year and for day that work the same way.

The red portion of the expression is the name of the date field, in this example the field is RECEIVE_DATE.

Once you have this field defined this way, you can put criteria in for it. The example below shows how to get all of the November data for any year:

Field:	Month: Month([RECEIVE_DATE])
Table:	
Sort:	Ascending
Show:	<input checked="" type="checkbox"/>
Criteria:	11
or:	

November is the 11th month, so you need to type 11, not the text 'November'. You can do the same type of query with a year or a day or a range of days, months, or years.

For instance, this would give you the data for both March and September:

Field:	Month: Month([RECEIVE_DATE])
Table:	
Sort:	Ascending
Show:	<input checked="" type="checkbox"/>
Criteria:	3 Or 9
or:	

And of course you could use this in combination with a year or other criteria in other fields. You could also put a user prompt in the criteria to have the user enter the number of the month (or year or day) that they desire.